



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Issue Date: October 9, 2015

☒ Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Posting No.: 293-15

☐ Interested individuals who meet the stated requirements

TITLE: Classification Officer 1 **SALARY:** \$49,263.43 - \$69,662.11

LOCATION: Central Reception and Assignment Facility, Trenton NJ

JOB DESCRIPTION:

Under direction of a Classification Officer 3 or other supervisory official, assists in the application of appropriate state and federal laws and department regulations governing the level of security, status, transfer, and involuntary commitment of inmates; assists in the activities involved in classifying inmates using the Objective Classification System, coordinating inmate records, calculating sentence expirations, and in preparing materials for use by the Bureau of Parole, the State Parole Board, and other committees; does related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience in program delivery or development in providing education, habilitative, or social services for persons with emotional, social or behavioral problems, or, experience in the review of records and classification of inmates which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN October 23, 2015.

Forward Response To:

Donna Eberle, Manager, Human Resources
Regional Personnel Services, Region 6
Office of Human Resources
P.O. Box 863
Trenton, NJ 08625-0863

**Emailed resumes are to be
sent only to:**

Civilian.Recruitment@doc.nj.gov